



Department of Motor Vehicles
Tax Services
P.O. Box 27422
Richmond, VA 23269-7422

VIRGINIA FUELS TAX ACT INFORMATION AND NEWS *TAX REPORT SCHEDULES*

COMPUTER GENERATED SCHEDULES

You may submit a computer generated disbursement, receipt, or delivery schedules; however, this information **must**:

- be printed in the same order as the schedules developed by DMV, and
- list only the information contained on the DMV developed schedules.

Effective August 20, 2001, if you submit schedule information that does not meet the above requirements, it will not be accepted. You will be required to resubmit the information in the correct format. Additionally, you will be required to pay the penalties and interest for late filing.

SUMMARY SCHEDULES

You may submit manual or computer generated summaries of your disbursement, receipt or delivery information.

1. The summaries **must**:

- be printed in the same order as the schedules developed by DMV, and
- list only the information contained on the DMV developed schedules.

2. Complete separate schedules for each product type.

3. Group together all sellers on receipts schedules and all purchasers on disbursement or delivery schedules.

4. You must also submit schedules of individual receipts, individual disbursements, and individual deliveries which support the summary schedules. The schedule information **must**:

- be printed in the same order as the schedules developed by DMV, and
- list only the information contained on the DMV developed schedules.

Effective August 20, 2001, if you submit summary schedules that do not meet the above requirements, they will not be accepted. You will be required to resubmit corrected schedules. Additionally, you will be required to pay the penalties and interest for late filing.

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DISTRIBUTOR'S SCHEDULE OF DISBURSEMENTS -- SCHEDULE 7

Distributor's who pull product from bulk storage for export to another state must report these gallons on a *Distributor's Schedule Of Disbursements* numbered 7. In order to receive a refund of the Virginia taxes paid on the product, the other state must certify that the gallons were imported into that state. Handle these schedules using the following steps.

1. Complete the front of the schedule following the instructions provided.
2. Complete the *Exporter Information* on the back of the schedule.
3. Send the original schedule to the other state.
4. Send a copy of the schedule with your monthly Virginia tax report to the Virginia DMV.

The other state will complete the *Export Certification* on the back of the schedule. If it is sent back to you, mail it to DMV immediately. Although your refund will be process based on the copy of the schedule sent with your monthly report; if the certified copy is not received you will be billed for the refunded amount.

Here are the addresses, for jurisdictions surrounding Virginia, to which to mail your *Distributor's Schedule Of Disbursements* numbered 7:

DISTRICT OF COLUMBIA Government of District of Columbia Office of Tax and Revenue 5 th Floor, Audit Division P.O. Box 556 Washington, DC 20002	NORTH CAROLINA North Carolina Department of Revenue Motor Fuel Tax Division 1429 Rock Quarry Road, Suite 105 Raleigh, NC 27610
KENTUCKY Kentucky Transportation Cabinet Division of Road Fund Audit 641 Teton Trail Frankfort, KY 40622	TENNESSEE Tennessee Department of Revenue Petroleum Audit, 4 th Floor 500 Deadlock Street Nashville, TN 37242
MARYLAND Comptroller of the Treasury Motor Fuel Tax Unit P.O. Box 1751 Annapolis, MD 21404-1751	WEST VIRGINIA West Virginia Tax Department of Tax and Revenue 1001 Lee Street, East Charleston, WV 25301

If you have questions regarding this information, you may contact DMV's Tax Services at:

(804) 367-4328 or 367-4329 (voice)

(800) 272-9268 (deaf or hearing impaired only)

(804) 367-0233 (fax)

dmvseh@dmv.state.va.us (e-mail)